



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

November 26, 2013

IOWA BULLETIN NO. IA120-14-2

SUBJECT: ADS – PERSONAL PROPERTY INVENTORY

ACTION REQUIRED BY: DECEMBER 31, 2013

PURPOSE. To provide instructions for the physical inventory of accountable personal property with an acquisition cost of \$5,000 or more on even-numbered calendar years in accordance with General Manual (GM) 120, Part 405.24.

EXPIRATION DATE. September 30, 2015

All offices are scheduled for a physical inventory of personal property maintained in the Property Management Information System (PMIS). Copies of the inventory (PROP 302 Report) are being mailed this week to the Assistant State Conservationists for Field Operations (ASTC-FO). Each area office will receive two copies of their property report. State Office Accountable Property Officers (APO) will receive their reports from the State Office Contracting Section. **Each APO/ASTC-FO must verify and sign the physical inventory and return one copy of the report to the State Office by December 31, 2013. The other copy should be retained in the area office in the property file.**

Accountable Property Officers are responsible for verifying the inventory of accountable personal property. Each APO is required to review, approve, and certify their inventory report and to notify the State Office of any changes in their area's property inventory.

GUIDELINES: In accordance with Agriculture Property Management Regulations 104-50.001-1:

Accountable property is real property, all leased personal property regardless of acquisition cost, all owned property having an acquisition cost of \$5,000 or more, and any item valued at less than \$5,000, but determined by a Property Management Officer to be sensitive.

In an effort to ensure consistency, APOs should inventory all items listed in the report in the following manner:

1. Verify the property that is on-hand by marking OH (On-Hand) beside each line item. Include the location (field office) of each item listed in the PROP 302 Report. Any Information Technology Services (ITS) property (such as computers or servers) on our inventory lists should be identified as belonging to ITS beside each line item, with a notation of the item's location.

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Mark through and correct any discrepancies in the serial number or vehicle identification number, model number, and manufacturer information. If possible, please include the purchase order or a copy of the document showing acquisition or transfer information (AD-107).

2. Add any property that is not listed on the inventory that costs \$5,000 or more, in the same format as described above. **Inventory all-terrain vehicles (ATV) and trailers and send that information with your inventory as well (include license plate numbers, VIN numbers, model numbers, etc.**
3. Report each missing item on a Form AD-112, "Report of Unserviceable, Lost, or Damaged Property." Please explain in detail the circumstances involving any property that has been lost, stolen, or damaged. Include the date of your findings, last known location, and all documentation of efforts to locate unverified or lost items.

As a reminder, no office should ever dispose of equipment or furniture without completing a Form AD-112, "Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property," and submitting it to the State Office Contracting Section for approval.

If there are any questions regarding this information or if you need any assistance, please contact Michelle Bales in the State Office at (515) 323-2246.



Acting for

Jay T. Mar
State Conservationist